

CSC Adopted: October 2001 , CSC Revised: _____

Class Title: Traffic Engineering Assistant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Monitors the safety and efficiency of roadway networks. Manages the City's streetlights, oversees traffic investigations, implements traffic improvements, and responds to transit problems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages and maintains the City's streetlights by conducting on site evaluations, preparing and reviewing streetlight designs, managing the budget, responding to inquiries regarding streetlights, preparing drawings and specifications for contractors to repair damaged pole foundations and underground conduits.
2	S	Oversees traffic investigations by monitoring staff's review of site conditions, establishing a priority work schedule, discussing options to resolve problems, and implementing changes.
3	S	Implements traffic improvements by meeting with civic leagues to discuss resolutions to the problem, collecting and analyzing speed data, developing a traffic management plan, preparing presentations, creating drawings and project specifications, and preparing a project bid package while working within an established budget.
4	L	Responds to transit problems by coordinating activities with Hampton Roads Transit, and reviewing and approving bus stop locations.
5	S	Performs related duties by preparing and monitoring the budget.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience in Traffic Engineering.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, drawings and specifications, policy and procedures, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, geometry, algebra, and statistics.
Writing	Work requires the ability to write correspondence, bid specifications, instructions, and reports.
Managerial	Managerial responsibilities include overseeing the budget and coordinating daily activities.
Budget Responsibility	Prepares and monitors the street budget.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, motorists, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Standing at field work sites and during public presentations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, to/from meetings, to/from worksites, to/from various offices
Lifting	R	Computer equipment, files, office supplies, books, manuals, tools
Carrying	R	Computer equipment, files, office supplies, books, manuals, tools
Pushing/Pulling	R	Office furniture
Reaching	R	Reference materials, books, manuals, office supplies
Handling	O	Computer equipment, plan files, office supplies, reference materials, books, manuals, light meters, measuring equipment and tools
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Lighting field reviews, project work site
Crouching	R	Project work site
Crawling	N	
Bending	O	Retrieve files, observation in manholes
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, observations, inspections, driving
Hearing	C	Telephone, staff, supervisors, public, meetings, presentations, during field work
Talking	C	Telephone, staff, supervisors, public, meetings, presentations, during field work
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Portable radio, light meter, phone, calculator, measuring wheel and tape, projection equipment, drafting equipment, motor vehicle, copier, fax machine, desktop and portable computer, Arc View, AutoCAD, Lighting software, Internet/Intranet, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Traffic construction work zones

PROTECTIVE EQUIPMENT REQUIRED:

Hard hats, safety vests, steel toe shoes

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)